

St. Mary of the Hills School
Grades Preschool-8
BEFORE SCHOOL PROGRAM

Begins

Wednesday, September 5, 2018

Hours

Monday through Friday drop off no earlier than 7:20AM

Cost

*******NEW FEE: \$10.00 PER DAY*******

*****PLEASE READ ALL INSTRUCTIONS BEFORE RETURNING THIS FORM.*****

PLEASE MAKE ALL CHECKS PAYABLE TO ST. MARY OF THE HILLS SCHOOL

YOU MUST fill out the attached Registration Form & the **NEW AGREEMENT FORM on the reverse**, and attach a **\$25.00 REGISTRATION FEE** (this is a separate check) by the date below. **PLEASE NOTE AGREEMENT MUST BE SIGNED PRIOR TO YOUR CHILD'S ENROLLMENT IN BEFORE SCHOOL.** If you will be using the BEFORE SCHOOL Program only in an emergency, you must fill out the form and pay the registration fee **UPON FIRST USE.**

PLACE

The program for Grade 1 through Grade 8 is conducted in the Main School (Director Ms. Margaret Collins) and the program for the ECC is held in the ECC Building (Director Mrs. Cyndi Fedewa)

PAYMENT

It is mandatory for the Director of the Program to balance the books at the end of each week and pass in a completed summary to the Business Manager. In order for the Director to accomplish this task, payment **MUST** be made **EACH WEEK** on/by the last day your child **ATTENDS** (for example, if your child attends Monday through Friday, payment is due on Friday. If your child attends Tuesday & Thursday, payment is due on Thursday, etc.). Although **we prefer payment by check**, if payment is made in cash, please put money in an envelope **CLEARLY** marked with your child's name & grade and addressed to: **BEFORE SCHOOL PROGRAM.** When payment by check, please make check payable to St. Mary of the Hills School and make note of the dates you are paying in the bottom left hand corner of your check. **A separate check is needed for After & Before School payments, as they are two separate accounts.**

NON-PAYMENT

If your account is two weeks in arrears, **your child will not be permitted to attend the program until your account has been made current.** This rule will be strictly followed to avoid large overdue fees.

RETURNED CHECKS

Should two of your checks be returned from the bank for any reason, you will be required to make all further payments via cash, a cashier's check, or money order. Please note that when a check is returned, in addition to the amount of the check, you will also be required to pay a **bank fee of \$25.00.**

**IF YOUR CHILD WILL BE STARTING THE BEFORE SCHOOL PROGRAM ON
SEPTEMBER 5TH, THE ENROLLMENT FORM & REGISTRATION FEE MUST BE RETURNED TO
SCHOOL ON OR BEFORE THAT DATE.**

St. Mary of the Hills School
BEFORE SCHOOL REGISTRATION FORM

Child's Name: _____ **Grade:** _____

Days attending: M___ T___ W___ Th___ F___

I will only use the program on an as-needed basis: _____

Father's Name: _____

Home Address: _____

Business and Business Address: _____

Home Phone: _____ **Business Phone:** _____

Cell Phone: _____ **Email:** _____

Mother's Name: _____

Home Address: _____

Business and Business Address: _____

Home Phone: _____ **Business Phone:** _____

Cell Phone: _____ **Email:** _____

Who will be dropping off your child on a regular basis?

Name: _____

Relationship: : _____

EMERGENCY CONTACTS: You must list at least 3 people who would be available (between 7:20 and 8:40AM) to pick up your child in the event of illness.

Name: _____ **Relationship:** _____ **Phone:** _____

Name: _____ **Relationship:** _____ **Phone:** _____

Name: _____ **Relationship:** _____ **Phone:** _____

Please list any allergies your child might have: _____

Office Use Only **Reg. \$25.00 Rec'd:** _____ **Check #:** _____ **Cash:** _____